




MOVEMENT BETWEEN DHHS AGENCIES/CHANGE IN APPOINTING OFFICE (CAO)

NIH AS GAINING AGENCY

1. Administrative / Management Staff

1. Create request using Recruit Workflow – See the “Create a Job Requisition” job aid under *Job Aids for Administrative/Management Staff* (<http://nbrss.nih.gov/pdf/JobReq4Adm.pdf>)

2. HR Operations

1. **Access recruit request via worklist**
Go to: Home > PeopleTools > Worklist > Use > Worklist (or click on ‘Worklist’ link from top menu bar)
2. **Review and update request as needed**
3. **Change Work-in-Progress status to “REV”**
4. 
5. **Contact NIH’s Help Point of Contact (PoC), Florence Andrews, via email to request PAR be initiated by losing agency**
6. **Provide Help PoC with the following information:**
 - a. Employee Name
 - b. Position Number *
 - c. Pay Group*
 - d. Effective Date

Note: For guidance on obtaining this information, please refer to the Position Management Reference Guide located on the ERHP website: <http://ehrp.nih.gov/>

3. NIH Help Point of Contact



1. **Contact losing agency’s Help PoC and request PAR be initiated**
2. **Notify HR Operations via email when PAR has been initiated**

Note: Once the losing agency saves the PAR with the gaining IC’s position number, the gaining IC obtains ownership of the employee’s record






4. HR Operations

1. **Access PAR via menu path**
Go to: Home>Administer Workforce>Administer Workforce (USF)>Use>HR Reviewer
2. **Using correction mode** review and update PAR as needed
3. **Change PAR/WIP status to “REV”**
4.  Save
5. **Verify benefits and pay information** which has converted for employee
6. **Forward OPF with paperwork to HRPS**
7. **Access RECRUIT REQUEST (NOT PAR) via worklist**
Go to: Home > PeopleTools > Worklist > Use > Worklist (or click on ‘Worklist’ link from top menu bar)
8. **Change Work-in-Progress status of RECRUIT REQUEST (NOT PAR) to “PRO”**
9.  Save

5. HR & Payroll Solutions (HRPS)

1. **Access PAR via worklist**
Go to: Home > PeopleTools > Worklist > Use > Worklist (or click on ‘Worklist’ link from top menu bar)
2. **Review and update PAR as needed**
3. **Change PAR/WIP status to “PRO”**
4.  Save





NIH AS LOSING AGENCY

1. HR Operations

1. Receive request from gaining agency's Help PoC to have PAR initiated
2. If applicable, process a stop for all special pays the employee is receiving

Note: Special pays must be stopped prior to PAR being initiated

3. Initiate PAR using information from gaining agency
Go to: Home>Administer Workforce>Administer Workforce (USF)>Use>HR Reviewer

Note: PAR should be initiated after the effective date, e.g., if the effective date is 02/09/2003, the PAR should be initiated 02/10/2003 or later

4. Enter:
 - a. Employee Name
 - b. Position Number
 - c. Pay Group
 - d. Effective Date

Note: The only information needed to initiate the PAR is listed in instruction 4 above. No other data should be entered in the PAR, e.g., NOAC, LAC, etc

5. **Change PAR/WIP status to "INI"**

6.  Save

Note: Once the PAR is saved with the gaining agency's position number, the gaining agency obtains ownership of the employee's record

7. Notify gaining agency's Help PoC when PAR has been initiated

END